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TRD STAFF MEETING

12 January 1950

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PRESENT:

[REDACTED]

1. Training of Persons outside OSO and OPC. Any requests for training of personnel not connected with OSO or OPC must be approved by the Joint Training Committee, i.e., EXO/OSO and COS/OPC.

2. Promotions. All requests for promotions of TRD personnel must be approved by the Joint Training Committee. OSO will initiate promotion actions only on the 15th of each month, which means that all requests must be submitted to Chief, TRD by the 8th of each month so that OPC action may be taken prior to the 15th.

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3. Clerical Assistance. Mr. [REDACTED] is setting up priorities on securing clerical personnel for each branch of TRD. He will consult with each branch chief and with [REDACTED] in order to have new stenographers assigned where they are most urgently needed.

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4. Instructor Pool. OPC has verbally approved the setting aside of ten slots as an instructor training pool. A memorandum suggesting OSO follow this procedure has been submitted to EXO/OSO, which seems likely to be approved. When it is, we can start recruiting against these slots in order to have instructors available as needed for overseas training installations.

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5. Space. At present TRD is trying to get two or three rooms at [REDACTED] for the uncleared pool. A decision as to the use of this space should be given before the end of this week.

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6. Research Materials. [REDACTED] suggested that all instructors inform Mr. [REDACTED] of instructional materials they require. He will then prepare the proper memoranda for ICS/OSO or ISO/OPC in order to obtain materials from the Archives. Mr. [REDACTED] has the index of all research materials available within CIA and in outside agencies and if all instructors will consult this in order to decide what they need for preparation of their lectures, he will procure the materials for them.

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7. Training. Before the end of this month we shall want to give to the [REDACTED] information of the type and amount of TRD instruction they may participate in. [REDACTED] requested that the branch chiefs prepare such information for him.

Document No. 23

NO CHANGE in Class. ☐

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Class. CHANGED TO: TS S C

DBA Memo, 4 Apr 77

Approved For Release 2001/07/17 : CIA-RDP67-00012A000200060028-5

Date: 226

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25X1A9a 8. Liaison. Contacts and liaison with persons in State, Army, Navy, or any other outside agency must be through Mr. [REDACTED] or Mr. [REDACTED] of OSO. Persons from outside agencies requesting information from CIA must also channel through BLC. BLC also handles liaison and contacts for OPC.

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25X1A9a 9. Job Descriptions. Although we have general and broad job descriptions for each slot on the new TRD T/O, we shall also have to prepare complete and detailed ones together with a description of the personal qualifications of the individual occupying the slot. This project should be started as soon as possible so that these job descriptions will be ready when requested.

25X1A9a 10. Training Guide. [REDACTED] reported that all divisions and branches of both OSO and OPC have commented favorably to him on our recently published training guide. They have found it most helpful to them.

25X1A9a 11. Graphics Register. Mr. [REDACTED] reported on the facilities available at Graphics Register in visual aids. They have a complete line of such aids and are able to get almost anything we might need. Their films are arranged by subject indexing in the same manner as the CIA library material. They have on hand over 5600 films which are briefly described on IBM cards for easy reference and selection. Any instructor of TRD desiring to obtain materials from Graphics Register should submit a memorandum to Mr. [REDACTED] through Mr. [REDACTED]. A tour of their facilities will be arranged for all instructors in the near future. Procedures to be followed in requesting training materials will be incorporated in the instructors' manual now in preparation.

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25X1A9a 12. Auditorium. [REDACTED] reported that as soon as possible it is planned to run films during the lunch period in the TRD auditorium. Mr. [REDACTED] is arranging this program. In addition, the auditorium should be used as much as possible for lectures and films in the regular courses of instruction.

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